

LIAISON MEMORANDUM NUMBER 12-12

To: Agency Liaison and Payroll Officers

From: Cindy Rougeou
Executive Director

Re: June 30, 2012 Fiscal Year End Close

Date: June 6, 2012

With the current fiscal year coming to a close, it is especially important for your agency to submit the June 2012 contribution payment and report **before** the **July 15, 2012** deadline. If your agency reports via Employer Self Service (ESS), your payment must also be received prior to July 15, 2012.

In accordance with La. R.S. 11:531B (1), all monthly reports and remittances are due within 15 days after the close of each calendar month. Any payment and/or report received after the 15th will be considered delinquent.

As a reminder, the Employer Contribution Rate will change based upon the individual member's retirement plan for the upcoming fiscal year, beginning on July 1, 2012. Please ensure that these rates are updated by your agency for the 2012-2013 reporting period. Liaison Memorandum Number 12-10, dated April 4, 2012, details these employer rates.

Please distribute this information to the appropriate person(s) within your agency to ensure that contributions are submitted by the deadline. If you have difficulty meeting this deadline, please contact Kelly Leggette at 225.922.0405 or Mona Joseph at 225.922.0123.

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Cindy Rougeou, Executive Director